

SECRET

13 December 1971

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Records Management Program, Semi-Annual
Report of Intelligence Directorate

1. The mission and functions of the Intelligence Directorate result in the production of vast quantities of records, including paper, cards, tapes, photographs and microfilm. There are seldom any records management problems encountered in the dissemination and use of Directorate products, but the storage and maintenance of retired records continue to be matters of major concern, especially since the Executive Director has limited each Directorate's yearly growth of retired records.

2. In January 1971, the Intelligence Directorate achieved its goal of 50 per cent reduction of retired records in accordance with requirements of the records "purge". Since then, watchful efforts have been directed to maintaining the reduced holdings. In fact, additional reductions have been made over the past year, so that in December 1971, total reductions are well over 50 per cent.

3. The Records Control Schedule is our best tool in the control of retired records and in planning the retirement of active office records. In pursuing a plan for limiting the growth of records at [REDACTED] we are reviewing schedules with a view to reducing holding time of retired records when possible and practical, and with the aim of destroying active office records instead of retiring them to [REDACTED] when their operational usefulness ends.

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4. A general meeting of Directorate Records Management Officers was held in September 1971 to plan the control of the growth of retired records at [REDACTED] and to train RMO's in the development of a Permanent Records Retention Plan, which will include identification of the office of record. A deadline of 15 December 1971 was set for the submission of first drafts of components retention plans. After the RMO's have had some experience in drafting plans for their own components, additional group meetings or work-shops will be held to identify problem areas and arrive at solutions.

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